



Thomas M. Cooley Law Libraries' Research Guide Series

BRENNAN LAW LIBRARY AT THOMAS M. COOLEY LAW SCHOOL USEFUL RESOURCES FOR PRACTICING ATTORNEYS

NON-LITIGATION FORMS

Am Jur Legal Forms (KF 170 .A542) (*AH, GR & LAN*)

This 20-volume set provides model forms and clauses for virtually all legal topics. The forms include drafting guides and checklists. The index provides cross references to other Am Jur sets such as Am Jur Proof of Facts.

Available on Westlaw: **AMJUR-LF**

Current Legal Forms [also known as **Rabkin and Johnson**] (KF 170 .R3) (*AH & LAN*)

This 33-volume set is updated annually. It provides model forms and form clauses for most if not all legal topics.

Available on Lexis: **Current Legal Forms**

Nichol's Cyclopedia of Legal Forms (KF 170 .N5) (*AH, GR & LAN*)

This is a 44-volume set arranged alphabetically by topic. It includes research checklists and cross references to American Jurisprudence 2d and Corpus Juris Secundum. Each chapter contains drafting checklists and tax notes.

Available on Westlaw: **NICHOLS-LF**

Warren's Forms of Agreement (KF 886 .W36) (*LAN*)

This eight-volume loose-leaf set provides model forms of contracts used in business transactions. In addition to forms, it also includes commentary on legal, business and tax matters that are generally associated with business contracts. For each topic a general form of contract is provided, followed by numerous specific clauses which could be incorporated into the form. It is national in scope and does not include state variants.

Available on Lexis: **Forms of Agreement**

West's Legal Forms (KF 1384 .A65 W47) (*AH, GR & LAN*)

This 18-volume set covers the gamut of legal topics and is updated annually with pocket parts. Topics covered include: Business Organizations, Domestic Relations, Debtor and Creditor, Commercial Transactions, Estate Planning, Real Estate Transactions, Employment and much more. Available on Westlaw: **WEST-LF**

State Specific

Michigan Legal Forms (KFM 4268 .M53) (*AH, GR & LAN*)

This 11-volume loose-leaf set of books is Michigan best source of non-litigation forms. Each legal topic starts with a discussion of legal drafting principles for that topic, as well as checklists and lots of forms. Topics cover the gamut of things lawyers do: Wills, Trusts, Leases, Buy-Sell Agreements, Articles of Incorporation, Partnership Agreements, etc. There are 1000's of model forms in this West title.

Available on Westlaw: **MI-LF**



LITIGATION FORMS

Am Jur Pleading and Practice Forms (KF 8836 .A45) (*AH, GR & LAN*)

This 75-volume set is a comprehensive collection of pleading and practice forms. Jury instructions are included. The types of forms cover a wide range of motions rather than just complaints. The issues include state as well as federal, although one would have to check their own state law.

Available on Westlaw: **AMJUR-PP**

Bender's Federal Practice Forms (KF 8836 .F78) (*LAN*)

This is a 25-volume set of forms arranged by federal rule (including Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure). The set provides multiple variations of forms for each type of pleading. It is updated annually with pocket parts.

Available on Lexis: **Federal Practice Forms**

Federal Procedural Forms (KF 8836 .F4) (*LAN*)

This is a West publication. The legal topics are federal, although some of them could likely be used as models for state pleadings. The set contains about 50 volumes that is updated annually with pocket parts.

Available on Westlaw: **FEDPROF**

West's Federal Forms (KF 8836 .W4) (*AH, GR & LAN*)

This is yet another West federal forms title. There are 20 volumes in the set and it is updated annually with pocket parts. The forms are arranged by federal court rule. The Rule 56 summary judgment set of model motions (forms) cover about 50 pages.

Available on Westlaw: **FEDFORMS**

State Specific

Michigan Civil Practice Forms (KFM 4730 .A65 C53) (*AH, GR & LAN*)

This 13-volume set of books provides model Complaints and Motions for most civil causes of action. There are also Answers provided for those legal issues for which an affirmative defense may be in order. For each legal topic there are suggestions, reminders, checklists and scores of forms. The index is excellent. The title is updated annually with pocket part supplements.

Available on Westlaw: **MI-CIVPRAC**

PRETRIAL & CHECKLISTS AND GUIDEBOOKS

Shepard's Causes of Action (KF 8863 .S53) (*GR & LAN*)

For each area of law, this set of books provides articles which include an overview of the substantive law in that area, checklists and sample complaints. It comes in two series totaling 49 volumes. It is updated annually by pocket parts.

Available on Westlaw: **COA**

Am Jur Proof of Facts (KF 8933 .A42) (*AH, GR & LAN*)

This set consists of 160 volumes in 3 series with a master index for all series. Each topic includes an summary of the law with ample cross reference. Following the summaries of the law are discussions of burdens of proof, defense considerations, elements to be proven and checklists. Following this, there are generally several sample depositions related to the legal topic in question.) Available on Westlaw:

AMJUR-POF

Am Jur Trials (KF 8915 .A74) (*LAN*)

This 90-volume set of books discusses all litigation aspects for most legal topics. First the legal topic is defined and the relevant technical jargon is explained. For example a chapter on Diagnostic Radiology Malpractice explains the various types of radiography. Then there are sections on relevant defenses such as informed consent. Following this are discussions of the complaint, discovery and expert



witnesses. Finally there are sections that address settlement and trial considerations. The set is updated annually by pocket parts as well as a continual flow of new volumes. Available on Westlaw: **AMJUR-TRIALS**

Trial Practice Checklists (KF 8915 .D362) (LAN)

This three-volume loose-leaf treatise outlines an enormous number of legal topics for you. It provides checklists of things you need for every stage of litigation from the preliminary investigation to post trial activities.

DISCOVERY: Interrogatories & Depositions

Bender's Forms of Discovery (KF 8900 .A3 B4) (AH, GR & LAN)

This 16-volume set is keyed to Federal Rules of Civil Procedure. Ten of the sixteen volumes consist entirely of sample interrogatories. The set also covers criminal discovery. There are separate indexes for interrogatories and other discovery methods. It is a loose-leaf service and is updated annually.

Available on Lexis: **Bender's Forms of Discovery**

Deposition Strategy Law and Forms (KF 8900 .D47) (AH & LAN)

The first volume of this ten volume set focuses on depositions generally, such as conduct, defenses, forms, etc. The remaining volumes are arranged alphabetically by legal topic. Each chapter discusses issues such as whether depositions should be taken, who should be examined, the goal of the deposition and preparation for the deposition. The text includes sample questions and answers.

Pattern Discovery [Series] (KF 8900 .D ...) (AH, GR & LAN)

These are actually several different sets of discovery treatises. Each set contains 3 or 4 volumes. The various series include Premises Liability, Automobiles, Employment Law, Employment Discrimination, Family Law, Torts and Antitrust. The books contain interrogatories, checklists and some treatise materials to help you with your strategy and approach to the discovery process. "Awesome" is an understatement to describe these books. Available on Westlaw, search for "Pattern Discovery."

State Specific

Michigan Causes of Action Formbook (KFM 4730 .A65 M524) (AH, GR & LAN)

Provides concise summaries and *sample complaints* for over 60 causes of action. This book covers the civil litigation areas of torts, business torts, contract and business disputes, employment claims, real property disputes and special actions. Supplemented annually, this one-volume loose-leaf includes a 2003 supplement and disk.

Michigan Litigation Forms and Analysis (KFM 4730 .A65 H84 1992) (AH, GR & LAN)

This 3-volume loose-leaf set includes civil litigation practice forms for use in state trial and appellate courts. Contains pre-drafted litigation forms, briefs, letters with commentary, practice tips and ethics annotations. Published by West and updated annually.

Westlaw: **MI-LITFRM**

MULTI-TOPIC TREATISES (some with forms)

Moore's Federal Practice (KF 8820 .A313 M632) (AH, GR & LAN)

This Mathew Bender set consists of thirty loose-leaf volumes. It is organized by the Federal Court Rules. An illustrative example of how the treatise works follows. Volume 11 contains Fed Rule 56, Summary Judgment. The rule is stated followed by a 15 page table of contents and then 300 pages of treatise. The treatise is heavily annotated with about 1/2 of every page devoted to supporting cases.



This title is well known by practicing attorneys.

Lexis: *Moore's Federal Practice*

Bender's Federal Practice Forms (KF 8836 .F78) (LAN)

This 20-volume loose-leaf title could be considered part two of Moore's Federal Practice. Whereas Moore's contained no forms, this title is only forms. Volume 10 contains 300 pages of Summary Judgment forms for a wide range of federal issues. "Forms," of course, meaning model motions that can be used in helping the practitioner draft his own motion.

Federal Practice and Procedure [Wright & Miller] (KF 8840 .W68) (AH, GR & LAN)

This is West's equivalent to Moore's Federal Practice & Bender's Federal Practice Forms. It is essentially the same as these two former titles combined. Thus, in volumes 10A and 10B under rule 56 one finds first a heavily annotated treatise on summary judgment and then a large number of model forms that can be used to draft a summary judgment motion. The title contains about 100 volumes and is updated annually with pocket parts.

Federal Procedure (KF 8835 .F43) (AH, GR & LAN)

Federal Procedural Forms (KF 8836 .F4) (LAN)

These two titles are also owned by West, although they previously were owned by Lawyer's Coop. The first title is a multi-topic treatise, while the second is a multi-topic form book. The legal topics are federal, although some of them could likely be used as models for state pleadings. Each set contains about 50 volumes and they are updated annually with pocket parts.

State Specific

Below are examples from Michigan and New York that we have at the Brennan Library. Most states will have similar items

Carmody Wait 2d [New York] (KFN 5995 .C342) (LAN)

This 50-volume multi-topic treatise includes forms. It is updated annually. It is basically a one stop shopping source for most legal topics that one would deal with in any state, but it is, of course, based on New York statutes, cases and court rules.

Michigan Pleading and Practice (KFM 4730 .M52) (AH, GR & LAN)

This 27-volume set of books is only in part a forms book. It is primarily a how to practice civil litigation in Michigan book. In general, the law related to the legal topic is discussed. Following this all related legal issues are discussed. Model forms are included, as well as discussions of the hearing and appellate process. The title is updated annually with pocket part supplements.

Available on Westlaw: **MI-PP**

Michigan Basic Practice Manual (KFM 4277 .M522) (AH, GR & LAN)

Long considered a valuable resource for new attorneys just starting to practice, this 2-volume loose-leaf set is also useful to law students who seek a general overview of law practice in Michigan. The Michigan Basic Practice Handbook covers 20 practice areas, with contributions to each chapter provided by numerous Michigan practitioners. Typical of ICLE publications, there are references to pertinent Michigan cases and statutes throughout, as well as forms that meet current practice needs. The section on setting up your own law practice includes many helpful forms such as *retainer agreements*. This title is supplemented annually and includes a disk. It is published by ICLE.

SINGLE-TOPIC TREATISES: One-Stop Shopping

The following are just a sample of the multitude of treatises available. Remember that treatises are your best friend. They are updated annually and include the most relevant statutes and cases. Many of them also contains forms, sample interrogatories and checklists



Search and Seizure : a treatise on the Fourth Amendment (KF9630 .L26) (AH, GR & LAN)

This 5-volume publication focuses on all state and federal case law related to the Fourth Amendment. It includes an excellent table of contents and index. It is updated annually with pocket part supplements.

Available on Westlaw: **SEARCHSZR**

Damages in Tort Actions (KF 1250 .D35) (AH, GR & LAN)

This 11-volume set is a loose-leaf service that is updated annually. It is one of the how much is the injury worth guides.

Lindey on Entertainment, Publishing and the Arts (KF 2992 .L5) (AH, GR & LAN)

This five-volume loose-leaf set provides comprehensive coverage of entertainment law and all areas of mass communications and the arts. It provides forms, drafting advice and commentary, as well as model agreements and clauses. Coverage includes sound recordings, computer software, music video programming, motion pictures, books, magazines, plays, mass media, artwork, photographs, advertising, publicity, merchandising, agency agreements, granting of rights, photocopying and computers.

Available on Westlaw: **LINDEY**

Scott on Trusts (KF 730 .S3) (AH, GR & LAN)

10-volume treatise on Trusts with annual update volume.

Williston on Contracts (KF 801 .W532) (AH, GR & LAN)

25-volume treatise updated with annual pocket parts. There is a three volume set of contract forms at clauses at the end of the set. .

Available on Westlaw: **WILSTN-ALL**

Real Estate Brokerage Law and Practice (KF 2042 .R4 R64) (LAN)

Another Mathew Bender loose-leaf. This set is typical of the breadth of coverage of treatises. As with most of these treatises, there are forms included.

McCarthy of Trademarks and Unfair Competition (KF 3180 .M292) (AH, GR & LAN)

Six-volume loose-leaf with annual updates published by Thomson (West). Typical one stop shopping type of treatise with strategy, anticipated defenses and full coverage of the various legal issues. There are forms too. .

Available on Westlaw: **MCCARTHY**

Employment Discrimination (KF 3464 .L37) (LAN)

Ten-volume loose-leaf by Mathew Bender. Updated annually. Coverage is national.

Environmental law Practice Guide (KF 3773 .Z95 E58) (LAN)

This is a six-volume loose-leaf published by Mathew Bender. It is updated annually.

Social Security Practice Guide (KF 3649 .S63) (LAN)

Five-volume loose-leaf. Mathew Bender. Annual updates.

Treatise on Health Care Law (KF 3821 .T74) (LAN)

Four-volume treatise published by Mathew Bender.

Immigration Law and Procedure (KF 4819 .I475) (LAN)

Twenty-volume loose-leaf. Mathew Bender. Annual updates. Forms.

Municipal Legal Forms (KF 5305 .A3 M6) (LAN)

There are even forms for city attorneys. This set is published by West. Forms include such topics as parking meter collection contracts, indemnity contracts for contractors and leases. Annually updated with pocket parts. .



Zoning and Land use Controls (KF 5698 .R63) (LAN)

And you wondered why you spent so much time on this in Property class. This treatise doesn't treat zoning lightly. There are 10 large loose-leaf volumes in this Mathew Bender treatise. Updates are annual.

Personal Injury Actions Defenses Damages (KF 8925 .P4 P38) (LAN)

This is a 30-volume Matthew Bender loose-leaf with annual updates. As its title suggests, it covers all aspects of personal-injury litigation and of course, includes forms.

Computer Law (KF 8947 .B43) (LAN)

This is a 3-volume loose-leaf by Mathew Bender.

Criminal Trial Techniques (KF 9656 .B354) (LAN)

This is F. Lee Bailey's three-volume loose-leaf. It is published by West and updated annually.

State Specific

Michigan is has a large number of treatises published by the Institute of Continuing Legal Education (ICLE). Most states will have similar items. The following items are all published by ICLE.

Estate Administration in Michigan (KFM 4344 .C663) (AH, GR & LAN)

Probate Administration in Michigan: A Systems Approach

(KFM 4344 .C66) (LAN)

Michigan Residential Real Estate Transactions (KFM 4326 .M53) (AH, GR & LAN)

Michigan Probate Litigation (KFM 4344 .M5228) (AH, GR & LAN)

Michigan Probate Sourcebook (KFM 4344 .M52) (AH, GR & LAN)

Michigan Lease Drafting and Landlord-Tenant Law (KFM 4317 .C33) (AH, GR & LAN)

Governmental Immunity in Michigan (KFM 4399 .G6 B392) (AH, GR & LAN)

Michigan Law of Damages and Other Remedies (KFM 4395 .M53) (AH, GR & LAN)

Michigan's Revised Article 9 of the UCC (KFM 4375 .A33 M43) (AH, GR & LAN)

Bankruptcy Law and Practice in Michigan (KFM 4421 .M437) (AH, GR & LAN)

Advising Closely Held Businesses in Michigan (KFM 4415 .C55 A73) (AH, GR & LAN)

Buying and Selling a Business in Michigan (KFM 4405 .B892) (AH, GR & LAN)

Michigan Business Formbook (KFM 4352 .A65 M532) (AH, GR & LAN)

Michigan Guardianship and Conservatorship Handbook (KFM 4306 .M52) (AH, GR & LAN)

Divorce Cases in Michigan: A Systems Approach (KFM 4300 .D58) (AH, GR & LAN)

Michigan Civil Procedure (KFM 4730 .M49) (AH, GR & LAN)

Employment Litigation in Michigan (KFM 4534.5 .E55 E542) (AH, GR & LAN)

Michigan Business Torts (KFM 4430 .P362) (AH, GR & LAN)

Michigan Administrative Law (KFM 4640 .L413) (AH, GR & LAN)

Worker's Compensation in Michigan: Law & Practice (KFM 4542 .W455) (AH, GR & LAN)

Employment Law in Michigan: An Employer's Guide (KFM 4534 .E574) (AH, GR & LAN)

Michigan Contract Law (KFM 4350 .M528) (AH, GR & LAN)

QDROs, EDROs & Division of Employee Benefits on Divorce

(KFM 4297 .Q152) (AH, GR & LAN)

Michigan Family Law (KFM 4300 .M515) (AH, GR & LAN)

Michigan Basic Practice Handbook (KFM 4277 .M522) (AH, GR & LAN)



ASSESSING DAMAGES

Damages in Tort Actions (KF 1250 .D35) (*AH, GR & LAN*)

This 11-volume set is a loose-leaf service that is updated annually. It is one of the *How much is the injury worth* guides.

JVR Personal Injury Valuation Handbooks (KF 1256 .A8 P4) (*LAN*)

This *How much is the injury worth* guide is a 9-volume set. It contains selections of jury verdicts from across the country. It is indexed by injuries as well as states. Each pamphlet is a different injury. In the last volume is a case evaluation manual, which is a generalized evaluation of injury values. Available on Westlaw: **LRP-JV**

Stein on Personal Injury Damages (KF 1257 .S742) (*AH, GR & LAN*)

This 7-volume *How much is the injury worth* set is loose-leaf and is updated annually. It includes relevant state statutes and numerous practice aids such as deposition questions, form clauses, check lists as well as injury breakdown. Breakdown by types of damage award such as medical, lost wages, pain and suffering.

Very good Index.

Available on Westlaw: **STEIN**

State Specific

Michigan Trial Reporter (KFM 4255 .M5 M55) (*AH, GR & LAN*)

This monthly publication offers extensive coverage of Michigan jury verdicts and settlements. Most of these cases never get to the Court of Appeals and thus this information is not available by searching Michigan's published opinions. Injuries are described, as well as the Plaintiff's monetary demand, Defendant's offer, the mediation result, the verdict and if there was a jury, the amount of time the jury deliberated. The title is unindexed, making it difficult to use. Its contents, however, are available on both Lexis and Westlaw.

Available on Westlaw: **MI-JV**

Available on Lexis:** **MI Trial Reporter**

Michigan Damage Awards (KFM 4397 P3 A495) (*LAN*)

This annual publication analyzes specific dollar awards by type of injury. It includes checklists, of facts that will need to be proven in litigation. It also includes discussions of the types of damages to consider for each type of injury. Specific dollar amounts based on types of injuries are discussed along with Courts of Appeals rulings on whether those awards are excessive or not. The appendixes include checklists, form clauses and life expectancy tables. There is an excellent index

CCH & BNA Loose Leaf Services

Loose-leaf services are topic specific newsletters. The CCH and BNA titles are national in scope, come out between one and four times each month, and are pricey. The list below is a sampling of the topics covered – it is by no means an exhaustive list.

Family Law Reporter (KF 501 .A3) (*LAN*)

This is a BNA reporter. It is a weekly newsletter type of publication with an annual index. It provides national coverage of statutes, case summaries and regulations on family law.

Securities Regulation and Law Report (KF 1439 .A1 S38) (*LAN*)

A BNA reporter that addresses current news, cases summaries, statutes and regulations that deal with securities law.

Antitrust & Trade Regulation Report (KF 1642. A2 B6) (*LAN*)

A BNA reporter covering current news, case summaries, statutes and regulations pertaining to antitrust law.



Business Franchise Guide (KF 2023 .A6 C6x) (LAN)

A CCH publication. Typical of CCH materials, there is a cases table, a statute and regulatory finding table and a subject index in the front of each bound volume. Cases are full text, federal and state. Many of them are available only from CCH.

Occupational Safety & Health Reporter (KF 3570 .A1 O25) (LAN)

Another BNA reporter with current caselaw and law summaries.

Medicare and Medicaid Guide (KF 3608 .A4 M42) (LAN)

A CCH publication with full text cases and administrative decisions. There are also statute and regulatory references.

Unemployment Insurance Reporter (KF 3673.4 .C6) (LAN)

CCH publishes this loose-leaf. It contains state and federal cases, statutes, regulations and news.

Environment Reporter (KF 3775 .A6 E58) (LAN)

A BNA reporter that addresses current issues in environmental law. Case, statute and regulation summaries as well as news. Coverage is state and fed.

CCH Standard Federal Tax Reporter (KF 6285 .C67) (GR, AH & LAN)

This is a rather intimidating looking set of books. There is an enormous index for each year and each year contains about 15, three inch wide volumes. The volumes contain regulations and IRS letter rulings along with CCH explanations. There are also small case summaries that refer the user to other CCH volumes that actually contain the tax cases.

Criminal Law Reporter (KF 9615 .C7) (LAN)

Another BNA weekly newsletter of cutting edge trail, news and case summaries.

Internet Law and Regulations (KF 390.5 .C6 I57) (LAN)

Published by Pike and Fisher. Cases as well as laws and regulations are covered in the series.

UNIQUE REFERENCE TOOLS

Words and Phrases (KF 156 .W6712) (AH, GR & LAN)

This 50-volume set is far more useful than a legal dictionary. One looks up a legal concept, word or phrase and then is able to see how courts have defined it. Thus, one can write a brief that gives legal authority for a definition rather than merely citing to a legal dictionary. Words and Phrases cites to published opinions from both state and federal courts. It is updated annually with pocket parts.

ALR (American Law Reports) (KF132.A855) (AH, GR & LAN)

The American Law Reports could be thought of as a huge multi-topic treatise, but it is more properly thought of as a collection of articles. The ALR comes in several series. The most current and relevant will be ALR 4th, ALR 5th and ALR Fed. The annotations are generally 50 pages in length and include citations to most of the relevant case law from across the country. There is a comprehensive index following ALR 5th that covers all ALR series.

Westlaw: **ALR**

Lexis: **ALR**

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